क्रमांक :- भाप्रसे-२०२४ / प्र. क्र.१८५ /२०२४ / भाप्रसे-३
सामान्य प्रशासन विभाग,
मंत्रालय, मुंबई - ४०० ०३२
दिनांक :- २७ / ०६ / २०२४

**वाचा :-** Government of India : Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Letter No. A12011/4/2017-ADM, Date-10th May, 2024

केंद्र शासनाच्या कार्मिक, लोक तक्रारी व निवृत्तीवेतन मंत्रालय, कार्मिक व प्रशिक्षण विभाग, मसूरी यांचे दि.१०/०५/२०२४ चे पत्र माहितीसाठी व उचित कार्यवाहीसाठी अग्रेषित :-

| अ.क्र. | क्रमांक | विषय |
|---|---|---|
| १ | Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (Training Division)<br>Letter No.A-12011/6/2017-ADM<br>Dated – 10/05/2024 | Filling up the post of Langauge Instructor in Lal Bahadur Shastri National Academy of Administration [LBSNAA],<br>Mussoorie-reg. |

सदर पृष्ठांकन हे महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक क्रमांक २०२४०६२७१२४१५००८०७ असा आहे. हे पृष्ठांकन डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

ABASAHEB ATMARAM KAWALE

Digitally signed by ABASAHEB ATMARAM KAWALE
DN: c=IN, o=GOVERNMENT OF MAHARASHTRA, ou=GENERAL ADMINISTRATION DEPARTMENT, 2.5.4.20=dda6dce16e02931d0bcf354ed2558cab3130bb640d7b4ac92d50c0033f733019, postalCode=400032, st=Maharashtra, serialNumber=B6F74D9AF2E69AEA2F53DF24447EC816F3D101C430D5DA18001F48C333A60BBB, cn=ABASAHEB ATMARAM KAWALE
Date: 2024.06.27 12:52:51 +05'30'

**( आबासाहेब कवळे )**
**अवर सचिव, महाराष्ट्र शासन**

**प्रत -** १) सर्व मंत्रालयीन प्रशासकीय विभाग आणि अधिनस्त कार्यालये ( वेबसाईटद्वारे )
२) निवड नस्ती ( भाप्रसे - ३ )

1253/दहा
11/06/24

341/माप्रसे-3
14/06/24

914


सत्यमेव जयते

**By Post/Email**

भारत सरकार, (कार्मिक और प्रशिक्षण विभाग)
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी
मसूरी 248 179 (उत्तराखण्ड)
Government of India (Department of Personnel & Training)
Lal Bahadur Shastri National Academy of Administration

Mussoorie – 248 179, (Uttarakhand)
EPABX: 0135-2222000, 2632236, 2632489
FAX: 0135-2632350, 2632720
Email: adminsec.lbsnaa@nic.in

No. A-12011/6/2017-ADM
Date: 10-5-2024

29 MAY 2024

29-05-50
मुख्य सचिवांचे कार्यालय
मंत्रालय, मुंबई-३२
E- 7019349
दिनांक 04 JUN 2024

(R. MJS-2024)

To

AS PER LIST ATTACHED

Sub: **Filling up the post of Language Instructor in Lal Bahadur Shastri National Academy of Administration [LBSNAA], Mussoorie - reg**

Sir/Madam

It is proposed to fill up the post of Language Instructor in LBSNAA which is a central government office. In this connection, a copy of advertisement along with norms & criteria for the post is enclosed. The vacancy notice as well as proforma of application is available on the LBSNAA website. (https:/www.lbsnaa.gov.in)

In this regard, it is requested that the vacancy notice may be shared with the employees of your department. It is also requested that the applications of eligible officers may be forwarded so as to reach this Department within 60 days of the publication of the advertisement.

Applications in the prescribed format should be sent through the cadre controlling authority/ Department of applicant to the undersigned.

Encl: As above

अमुस (सेवा)/साप्रवि
क्र. 92309
6 JUN 2024

Yours faithfully,

(Shelesh Nawal)
Assistant Director (Admin)

अ.मु.स.(सेवा)

J. S. Mahadik

not related to IAS-I branch
लिपिक (सेवा) यांना परत करावे

10/06/2024
क.अ.।माप्रसे-१
स.स. (श्री.साळुंखे)

पूर्वांकन करावे.
14/06/24

214

Lal Bahadur Shastri
National Academy of Administration (LBSNAA),
Mussoorie – 248179
[Government of India: Ministry of Personnel, Public Grievances & Pensions]
(Department of Personnel & Training)

E-mail: aoadmn[dash]lbsnaa[at]gov[dot]in, Website- http://www.lbsnaa.gov.in

No. A-12011/4/2017-ADM

Date: 8th May, 2024

## VACANCY CIRCULAR

**Subject:** **Inviting nominations for filling up post of Language Instructor in the LBSNAA, Mussoorie through permissible channel**

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie under the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is the premier training institute for the Civil Services in India and conducts various training modules for civil servants posted at different ranks.

The LBSNAA invites application from willing and eligible candidate for filling up the vacancy mentioned below as per mode of appointment, Essential Qualifications/ Experience etc. required for the posts.

| | | |
|---|---|---|
| **Post** | **Language Instructor - Six (6) posts i.e. one post each as follows:**<br>(i) Language Instructor for teaching Odhia and Bengali- 01 post<br>(ii) Language Instructor for teaching Marathi and Gujarati- 01 post<br>(iii) Language Instructor for teaching Tamil and Telugu- 01 post<br>(iv) Language Instructor for teaching Malayalam and Kannada- 01 post<br>(v) Language Instructor for teaching Assemese and Manipuri-01 post<br>(vi) Language Instructor for teaching Punjabi and Urdu-01 post *{for the post of Language Instructor for teaching Punjabi and Urdu, the date of eligibility of candidate will be taken as on 01-10-2024}* | |
| i. | Method of appointment | Deputation (including short term contract)/ absorption |
| ii. | Classification of post | General Central Services, Group 'B', [Non-Gazetted, Non-Ministerial] |
| iii. | Level in Pay Matrix (7th CPC) | Level – 8 in pay matrix of 7th CPC<br>[As per 6th CPC: Rs. 9300-34800 + GP Rs. 4800/] |
| iv. | Tenure | 5 years or until he/she attains the age of superannuation, whichever is earlier |
| v. | DA/HRA & Other all allowances | As admissible under the Central Government order from time to time. |
| vi. | **Eligibility conditions for Deputation (including short-term contract):**<br>Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous or Semi-Government or statutory Organization:: | |
| | **a.** i. Holding analogous post on regular basis in the parent cadre or department;<br>**OR**<br>ii. with two years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2 i.e. Rs. 9300-34800 with grade pay of Rs. 4600 (Level-7 in the pay matrix] or equivalent; **OR** | |

| | | |
|---|---|---|
| | | iii. with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the the pay band-2 i.e. Rs. 9300-34800 with grade pay of Rs. 4200 (Level-6 in the pay matrix] or equivalent **AND** |
| | **b.** | Possessing the following educational qualifications and experience<br><br>**Essential**<br>i. Masters' Degree in one of the two language for which recruitment is made, with English as a subject at degree level from a recognized University:<br>ii. Should have offered the language other than the one in which Master's degree has been obtained in terms of (i) above (other than Hindi) as a subject at secondary educations level or should hold a diploma in that language.<br>iii. One year experience in teaching one of the two language (other than Hindi) for which recruitment is made in a recognized school or college<br><br>**Desirable**<br>i. Degree in education from a recognized University. |

**Other Condition:**

- **i)** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed Five years.
- **ii)** The maximum age limit for appointment by deputation shall be 56 years on the closing date of the receipt of applications.
- **iii)** Applications/ CV not accompanied by supporting certificates/ documents and experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection
- **iv)** Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post i.e. for the vacancy published on 18th January 2014, the crucial date will be counted from the 19th January, 2014 (excluding the first date of publication)
- **v)** Applications of only such candidates will be considered which will be received through proper channel (i.e. forwarded by the Competent Authority of Administrative setup of applicant's Department)

**Pay and other conditions** of service of the official selected on deputation basis will be regulated as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time. The deputationist will have the option to either draw his grade pay in the parent cadre plus deputation duty allowance on applicable rates, or to draw the pay in the scale of pay of the deputation post as may be fixed in accordance with the existing orders. The rate of deputation allowance will be regulated in terms of the DoPT OM No. 2/22(B)/2008-Estt. (Pay-II) dated 3rd September, 2008 and as amended from time to time.

Candidates applying for the post will not be permitted to withdraw their name/ application on any stage of the selection process. Applications for the above posts in the enclosed proforma along-with other documents of the eligible and willing officers, who can be spared in the event of their selection, may please be sent to the following address within 60 days from the date of publication of the vacancy circular on the website of LBSNAA. Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered.

While forwarding the applications, it may please be confirmed that no disciplinary/ vigilance case is either pending or contemplated against the applicant. The application be accompanied with the following documents.

i. Photostat copies of up-to-date CR/APARs dossiers of the candidate for the last five years, duly attested on each page by a Gazetted Officer (original ACRs/ APARs may not be sent)
ii. Certificate of Cadre Clearance
iii. Certificate of Vigilance Clearance
iv. Certificate of Integrity and
v. Certificate of Major/ Minor penalties imposed on the official during last 10 years.

Address to send the applications

The Deputy Director
Officer In-charge Administration,
Lal Bahadur Shastri National Academy of Administration,
Mussoorie-248179,
District Dehradun (Uttarakhand)

**Note:** Please mentioned Subject **"Application for the post of Language Instructor (mention language name for which applying)"** on envelop

**Note: The details of the vacancy along with prescribed form of application are available on the LBSNAA Website https://www.lbsnaa.gov.in/vacancy.php**

(Shelesh Nawal)
Deputy Director
Phone: 0135-2222295
Email: aoadmn[dash]lbsnaa[at]gov[dot]in

Date: 8th May, 2024

Post applied for : Language Instructor (mention languge for which applied)
Last date for submission of application:

ANNEXURE-I

## BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION

{In accordance with DoPT OM # AB-14017/28/2014-Estt.(RR) dated 2.7.2015)

**(Submitted to LBSNAA, Mussoorie)**

FOR THE POST OF ____________________

| | | |
|---|---|---|
| 1. | Name & Address [in Block letters] | |
| 2. | Date of Birth (in Christian era): | |
| 3. | (a) Date of entry into service | |
| | (b) Date of retirement under Central/ State Government rules: | |
| 4. | Educational Qualifications: | |
| 5. | Whether Educational and other qualifications required for the post are satisfied. (*If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.*) | |
| | **Qualifications/Experience required as mentioned in the advertisement/ vacancy circular.** | **Qualifications/Experience possessed by the Officer** [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the **candidate**] |
| | **Essential** | **Essential [To be mentioned by the applicant]** |
| a | Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Universities or recognized Research Institutions or Autonomous or Semi-Government or statutory Organization | Mention [type] of your organisation |
| | Holding analogous post on regular basis in the parent cadre or department; **OR** | Yes No |
| | with two years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2 i.e. Rs. 9300-34,800 with grade pay of Rs. 4,600 (Level-7 in the pay matrix] or equivalent; **OR** | Yes No |

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| | | | |
|---|---|---|---|
| | with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the the pay band-2 i.e. Rs. 9300-34800 with grade pay of Rs. 4200 (Level-6 in the pay matrix] or equivalent<br><br>**AND** | Yes | No |
| a) | **Essential Qualification required** | **Essential Qualification of the applicant** | |
| | Masters' Degree in one of the two language for which recruitment is made, with English as a subject at degree level from a recognized University: | Yes | No |
| | Should have offered the language other than the one in which Master's degree has been obtained in terms of (i) above (other than Hindi) as a subject at secondary educations level or should hold a diploma in that language. | Yes | No |
| | One year experience in teaching one of the two language (other than Hindi) for which recruitment is made in a recognized school or college | Yes | No |
| b) | **Desirable** | **Desirable** | |
| | Degree in education from a recognized University | Yes | No |
| 6. | Please **state clearly** whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post. | | |
| 6.1 | **Note:** Borrowing Departments are to provide their specific comments/ vies confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied. | | |
| 7. | Details of Employment in chronological order. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.** | | |

| Office/ Institution/ Organisation | Post held on regular basis | From | To | Pay Band and Grade Pay/ Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|---|---|---|---|---|---|
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

***Important: Pay-band and Grade Pay / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned.**

| Office / Institution | Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme | From | To |
|---|---|---|---|
| | | | |

| | | |
|---|---|---|
| 8. | Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent. | |
| 9. | In case the present employment is held on deputation/contract basis, please state | |
| a) | The date of initial appointment | |
| b) | Period of appointment on deputation/ contract | |
| c) | Name of the parent office/organization to which the applicant belong | |
| d) | Name of the post and Pay of the post held in substantive capacity in the parent organization | |
| **Note: 9.1** | In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate | |
| **Note: 9.2** | Information under Column 9(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization. | |

| | | |
|---|---|---|
| 10. | if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details | |
| 11. | Additional details about present employment, please state whether working under (*Indicate the name of your employer against the relevant column*) | |
| a) | Central Government | |
| b) | State Government | |
| c) | Autonomous Organisations | |
| d) | Government Undertakings | |
| e) | Universities | |
| f) | Others | |
| 12. | Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade | |
| 13. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. | |

| | | | |
|---|---|---|---|
| 14. | Total emoluments per month now drawn. [Basic pay, Grade Pay, Total emoluments] | | |
| | Basic pay in PB | Grade Pay | Total emoluments |
| | | | |

15. In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed

| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/ Interim relief/ other allowances etc. (with break up details) | Total Emolument |
|---|---|---|
| | | |

| | |
|---|---|
| 16-A | **Additional information,** if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications, (ii) Professional Training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement] **Note: Enclose a separate sheet, if the space is insufficient.** |
| | |

| | | |
|---|---|---|
| 16-B | **Achievement -** The candidates are requested to indicate information with regard to<br><br>**(Note: Enclose a separate sheet if the space is insufficient.)** | |
| i. | Research Publications and Reports and Special Projects | |
| ii. | Awards/Scholarship/Official Appreciation | |
| iii. | Affiliation with the professional bodies/ institutions/ societies and | |
| iv. | Patents registered in own name or achieved for the organisation | |
| v. | Any research/ Innovative measure involving official recognition | |
| vi. | Any other information. | |
| 17 | Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis#<br><br>*(Officers under Central / State Governments are only eligible for "Absorption".*<br><br>*Candidates of non-Government Organizations are eligible only for Short Term Contract)* | |
| | # (The option of 'STC'/ 'Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment") | |
| 18. | Whether belongs to SC/ST. | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the inFormation furnished in the Curriculum Vitae duly supported by documents submitted in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld

Signature of the candidate ____________________

Address : ____________________

Contact Number: ____________________

Email ID : ____________________

COUNTERSIGNED BY FORWARDING AUTHORITY.

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**Also certified that:**

(i) There is no vigilance case pending/contemplated against him/her.

(ii) His / Her integrity is certified.

(iii) His / Her [~~complete ACR/APAR Dossier in original is enclosed/ ]~~ photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.

(iv) No major/minor penalties have been imposed on him/her during the last 10 years **OR** A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed (**as the case may be**).

Countersigned

**(Employer/ Cadre Controlling Authority with seal)**